
- + • ***Updates and New Resources***
- **Consultant Billing Rates for Architecture & Engineering Contracts**

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Why Are Consulting Billing Rates Required?

- 23 CFR 172.11 outlines **elements of A&E contract costs**:
 - Indirect Cost Rate
 - Direct Salary or Wage Rates
 - Profit (fee)
 - Other Direct Costs
- Contract Compensation Exhibit

EXHIBIT B, PART 2 – COST INFORMATION

COST INFORMATION

Agency requires all consultants and any subconsultants to establish approved billing rates which establish a Consultant's and any subconsultants maximum reimbursable billing rates. Consultant and any subconsultants must receive notice from the ODOT Procurement Office Oversight representative of the approved rates before Agency will execute a contract or allow Consultants to work on any Agency contract through a Qualification Based Selection process.

ODOT Professional Service Contract Excerpt

Significant Revision Objectives



Clear and concise language, definitions, and policy application.



Introduce the **NEW** Consultant Billing Rate Standard.



Procedures for consultants now outlined in the Consultant Billing Rate Standard.

What do you need to know?

Billing rate review procedure and application stays the same for most A&E contracts.

Consultants now have a guidance document to follow that explains the why, how, what, where and when of billing rates ([Consultant Billing Rate Standard](#)).

New external consultant billing rate [webpage](#).

Updated on-demand training titled, “[Establishing and Maintaining Billing Rates for ODOT A&E Contracts](#)” is available.

New [Frequently Asked Questions](#) document posted to the website as a resource.

New Consultant Billing Rate Standard



Guidance for consultants on the procedures to establish and maintain complaint billing rates



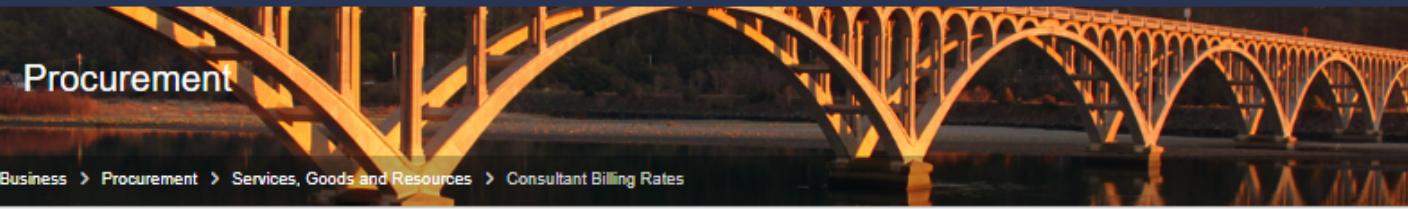
Checklists for the billing rate submittal items



An outline of the roles and responsibilities of the consultant and ODOT in the submittal and review process



Reminders of the submittal timelines



Procurement

Business > Procurement > Services, Goods and Resources > Consultant Billing Rates

Consultant Billing Rates

OPO Home

Contact Us/About

Contracting with ODOT

HIGHWAY & BRIDGE
CONSTRUCTION

Letting Schedules

Notice to Contractors

Bid and Award Information

Forms, Tips and Resources

Letter of Assent

SERVICES, GOODS AND
RESOURCES

Learning and Training Center

Consultant Forms & Resources

Consultant Billing Rates

Statement of Work Library

Certified Local Agency Resources
for Consultant Selection

Full-Service Architectural &
Engineering Price Agreements

Price Agreements for Asphalt,
Emulsions, and Propane

Intergovernmental Agreements

This page provides the resources for establishing or revising billing rates with the Oregon Department of Transportation (ODOT).

If you are a consultant firm providing services under an ODOT or Oregon local agency architecture and engineering (A&E) contract (or prepping for future work), does your firm have an indirect cost rate established? [If you're unsure what an indirect cost rate is, please review our training – offered on-demand under the Training and Additional Resources accordion below.]

YES - see the [Submittal Resources - Indirect Cost Rate Submittals Checklist](#) accordion below.

NO - see the [Submittal Resources - Negotiated Billing Rate Submittals Checklist](#) accordion below.

AND please also review the [Billing Rate Standards for Consultants](#) for the full set of submittal details and information about the process and procedures.

Billing Rate | Guidelines

[ODOT Billing Rate Policy](#) (AGR 06-01) New policy will be available on October 15, 2025

[ODOT Procurement Standard for Consultant Billing Rates](#) (OPO-STD-012-Consultant) (NEW)

Billing Rate | Submittal Resources

[Indirect Cost Rate Submittals Checklist](#)



[Negotiated Billing Rate Submittals Checklist](#)



[Billing Rate Training and Additional Resources](#)



Note: Some documents do not work well in the cloud-based Office environment. If a document does not open correctly, click on the Download option or save it to your computer and then open it from your desktop if using Chrome or your downloads folder if using Edge. [Contact us](#) to report broken links or for assistance with documents on this site.

Billing Rate | Application

For resources and guidance on application to estimations and reimbursement requirements, see the Cost and Compensation accordion on our [Consultant Forms & Resources](#) page.

Billing Rate | Contact Us

[ODOT Procurement Billing Rate Oversight](#) | Resource for submittals, rate reviews and coordination, policy and procedures.

[ODOT Audit Services](#) | Resource on rate reviews, accounting and auditing. See their [website](#).

Check out our new website!

- Follows the outline of the New Consultant Standard
- Page is specific to billing rates
- Easy to follow checklist of submittal items
- New section dedicated to training

<https://www.oregon.gov/odot/business/procurement/pages/cbr.aspx>

NEW | Indirect Cost Rate Education Series



The **ICR Education Series** is a new training series designed specifically for consulting firms.

The series includes eight concise, easy-to-follow modules that explain:

- The purpose of reviewing and tracking actual cost information.
- How to comply with the regulations once under an A&E contract.
- With the goal of understanding what an indirect cost rate is and how to calculate it.



Contact Us

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NEW Consultant Billing Rate Website

<https://www.oregon.gov/odot/business/procurement/pages/cbr.aspx>

Our team is always a resource!!

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Questions?